



CITY OF ATLANTA

Job Announcement

EQUIPMENT MAINTENANCE AND SAFETY OFFICER (D)* (Occupational Safety Division)

STARTING SALARY: \$32,669

Salary Grade: 14

**Applications Accepted From: August 15, 2005 until vacancies are filled or until
September 9, 2005**

Minimum Job Requirements

Persons applying must have a high school diploma or GED and three years of field experience in occupational safety; equipment and safety maintenance experience; or an equivalent combination of education, training and experience.

Licenses and Certificates

Possession of a valid Georgia Driver's License required. Possession of a Commercial Driver's License (CDL) at the time of appointment is preferred or must be obtained within the first six months. License must remain valid during tenure in this position. Verification required.

Duties of the Job:

This employee ensures that equipment operators are trained on equipment and have appropriate licenses and/or certificates; oversees investigation of accidents in the division; recommends corrective action on accident causes and safety hazards; develops accident reporting system; assures compliance with OSHA, state and local safety requirements; provides safety orientation to employees; conducts safety inspections of work-sites noting safety hazards; investigates departmental accidents; conducts training in first aid, defensive driving and other safety areas as necessary; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

THE EXAMINATION WILL CONSIST OF AN EVALUATION OF TRAINING & EXPERIENCE.

*There is a salary differential for shift work.

8/15/05

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SUPPLEMENT

PS#: 002145

**CITY OF ATLANTA
DEPARTMENT OF HUMAN RESOURCES**

APPLICATION SUPPLEMENT FOR: **Equipment Maintenance & Safety Officer**

YOUR NAME: _____ DATE: _____

SOCIAL SECURITY #: _____ - _____ - _____

Any Fraudulent Information Will Result In The Disqualification Of The Applicant.

Please describe your work experience as it relates to the following area. Be careful to note the name of the organization and the dates of the employment (month/year to month/year).

1. Please describe your work experience in the interpretation and application of OSHA Federal regulations.

JOB TITLE	COMPANY	EMPLOYMENT DATES	
		FROM (MO/YR.)	TO (MO/YR.)

YOUR DUTIES & RESPONSIBILITIES: _____

2. Please describe your work experience in fleet maintenance and/or management.

JOB TITLE	COMPANY	EMPLOYMENT DATES	
		FROM (MO/YR.)	TO (MO/YR.)

YOUR DUTIES & RESPONSIBILITIES: _____

(OVER)

3. Please describe your work experience in workzone safety.

JOB TITLE	COMPANY	EMPLOYMENT DATES FROM (MO/YR.) TO (MO/YR.)	

YOUR DUTIES & RESPONSIBILITIES: _____

4. Please describe your work experience which required you to provide formal safety training (i.e. classroom training.)

JOB TITLE	COMPANY	EMPLOYMENT DATES FROM (MO/YR.) TO (MO/YR.)	

YOUR DUTIES & RESPONSIBILITIES: _____
